

RAUF DENKTAŞ UNIVERSITY
“for International Employment”



**WEEKLY COURSE LOAD CALCULATION
REGULATION**

No. 7

WEEKLY COURSE LOAD CALCULATION REGULATION

(Under Rauf Denktaş University Establishment and Operation Bylaw, Art.10 and Art.59)

Rauf Denktaş University Senate adopts the following Procedure based on the authority given to it by the Rauf Denktaş University Establishment and Operation Bylaw.

PART I

DESCRIPTION OF COURSE LOAD

- Course Requirements of Academic Staff**
1. Course obligations of academic staff are determined on an annual basis. “Annual course load” is the sum of the academic staff’s weekly course load for the fall and spring semesters in the relevant academic year.
 2. Each 'lecture' hour is counted as 1 hour in the calculation of the weekly course load. The course hours to be considered as a load for each group of each course in course load calculations cannot be more than the course hours specified in the course curriculum approved by the Senate.
 3. Laboratory and tutorial hours carried out by academic staff in undergraduate and graduate programs, shall be treated as $\frac{1}{2}$ hours with the approval of the Rectorate. Otherwise, they will not be considered in the calculation of the course load. The Academic Staff shall, however, coordinate the tutorials and laboratories of the course.
 4. In associate degree programs, laboratory, tutorial and other similar application hours actively held by the academic staff are included in the course load calculation as half ($\frac{1}{2}$) lecture hour per week for lecturers and $\frac{3}{4}$ lecture hour per week for the remaining academic staff members on the condition that they do not exceed the period/hours specified per group on the course syllabi.
 5. In undergraduate and postgraduate programs, every hour of the architecture studio and studio supported courses per group are included in the course load calculation as half ($\frac{1}{2}$) lecture hour per week on the condition that they do not exceed the designated studio period/hours specified per group on the course syllabi of the relevant program. Every lecture (theory) hour for each group specified in the course description of the aforementioned courses is calculated as 1 hour for each academic staff member delivering the course.
 6. In the calculation of vocational applications (educational experience, teaching application, etc.) actively carried out by academic staff within a semester, each hour of each group shall be considered as half ($\frac{1}{2}$) lecture hour per week, provided that it does not exceed the designated hours set out in the course syllabi. Similarly, practical nursing and hospital based courses shall be considered as $\frac{1}{4}$ teaching hours per week and hospital applications of the associate degree courses shall be calculated as $\frac{1}{8}$ lecture hours per week.
 7. Each hour of English and other language lessons given to the Faculties and Schools by the Foreign Languages and English Preparatory School shall be treated as one hour.
 8.
 - (1) Full load shall be assigned to graduate courses that have ten or more students. Otherwise, the course load is calculated using the formula below. The load may be at least 1 hour, and at most as much as the credit of the course suggests.
$$\text{Course Load} = (\text{Course Credits} \times \text{Number of Students Enrolled in the Course}) / 10$$
 - (2) In exceptional cases, a full load of 3 hours may be assigned to a graduate course for each graduate program for each semester, irrespective of the above formula, with the proposal of the relevant Dean / Director and the approval of the Rectorate. Programs (with and without thesis) with the same name shall be considered as one program.
 - (3) If the number of students taking a doctoral degree course is between 1

and 2, the course load shall be considered as 1 teaching hour; if the number of students is between 3 and 4, it shall be calculated as 2 hours and if the number is 5 and above, it shall be calculated as 3 hours.

- (4) For compulsory English preparatory courses in graduate programs, full load is written regardless of the number of students.
9. If the seminar course in the postgraduate programs is taken as a single group, it is added as 1 hour to the course load of the academic staff undertaking the coordination of the course. Seminar course carried out by the thesis supervisors is not included in the course load calculation.
10. (1) Out of courses that appear in the Senate approved course curricula of the undergraduate or associate degree programs, "University Electives" and non-compulsory courses with less than 15 registered students cannot be opened for instruction. However, with the preliminary approval of the Rector's Office, courses with less than 15 registered students can be opened in line with the formula below:

Course Load = (Course credit x Number of registered students) / 15

* The coefficient is applied as defined in the 3rd, 4th, 5th, 6th, 7th and 8th articles (1/8, 1/4, 1/2, 3/4, 1).

** If the course is not actually conducted by the academic staff, it is taken as zero.

(2) If more than 75 students are enrolled in any group of the course, among the courses included in the curriculum of undergraduate or associate degree programs approved by the Senate, article 2 is not applied and the full-time lecturer for the group is calculated according to the formula below. However, the additional course load cannot be more than 3/4 times the normal course load defined in the clause (1) of the article 10 of the course.

(a) Course Load = [(Course Hours + (Tutorial / Laboratory / Practice Hours) ** x Coefficient *) x [1 + 0.4 x (Number of Students Enrolled in Course - 75) / 75]

(b) * The coefficient is applied as defined in the 3rd, 4th, 5th, 6th, 7th and 8th articles (1/8, 1/4, 1/2, 3/4, 1).

(c) ** If the course is not actually conducted by the academic staff, it is taken as zero.
11. A load of 1/2 hour for each master's thesis and 3/4 hour for each doctoral thesis shall be written to the thesis supervisors in the graduate programs, provided that it does not exceed 3 hours per semester. A maximum of 2 semesters can be written for master theses and a maximum of 6 semesters for doctoral theses. If a co-thesis supervisor is present, the thesis load is shared.
12. For the project courses in non-thesis master's programs, an academic staff shall be assigned 1/4 hour load per student, on the condition that it does not exceed 3 hours per semester.
13. Academic staff shall be charged 1/4 hour load per student for the graduation project courses included in the curricula of undergraduate programs, provided that it does not exceed 8 hours per year. No load is written for the courses that serve as preparatory courses for the Graduation Project.
14. Academic staff who coordinates the summer internship course in the curriculum of undergraduate and associate degree programs are charged 1 hour per year. In cases where more than one academic staff coordinates summer internships, the load shall be divided.

**PART TWO
COURSE REQUIREMENTS**

**COURSE
OBLIGATION OF
ACADEMIC
STAFF WHO DO
NOT HAVE
ADMINISTRATIVE
DUTIES**

15. (1) (a) The annual course requirements of academic staff working in Faculties and Schools are as follows:
- i. The annual course load of faculty members is 24 hours.
 - ii. The annual course load of Instructors and Instructors is 32 hours.
 - iii. The annual course load of academic experts is determined by the Rectorate to be between 24 - 32 hours.
- (b) The annual course obligations of academic staff working in the Foreign Languages and English Preparatory School are as follows:
- i. The course load of the academic staff teaching English Preparatory Program courses is 40 hours. Academic staff who teach English lessons that are obligatory at the faculty / college level due to the score thresholds indicated in the legislation are also evaluated within this scope.
 - ii. The course load of the academic staff who teach English lessons and other language lessons in faculties and colleges and the academic staff assigned to give the required lessons in faculties and colleges is 32 hours.
 - iii. The annual course load of the academic staff teaching in both categories is calculated by taking into account the weighted rates of the course loads in subparagraphs (i) and (ii).
- (c) In addition to the weekly course load, each academic staff is required to serve as a committee equivalent to three course hours and to schedule at least one hour of office hours for each different course given in the term. Additional course load may be given to the academic staff who do not take the committee duties in the prescribed amount, upon the recommendation of the Department Head and the approval of the Dean / Director.

**Course
Requirements for
Academic Staff
Performing
Administrative
Duties**

- (2) (a) The Rector has no obligation to teach.
- (b) The Vice-Rectors shall have a minimum yearly course load of six hours.
- (c) The Deans and Directors shall have a minimum yearly course load of eight hours

- (d) Chairs of Departments, Deputy Deans and Deputy Directors shall have a minimum yearly course load of twelve hours
- (e) Vice-Chairs of Departments shall have a minimum yearly course load of sixteen hours
- (f) The annual course load of Coordinators and Consultants working at the Rectorate shall be at least eight hours per year
- (g) The course loads of the academic staff who carry out administrative duties other than those mentioned above shall be determined by the University's Executive Board upon the recommendation of the Rector's Office
- (h) The status of the academic staff who has left his / her administrative duties before the completion of the academic term shall be treated as if they had served in their administrative capacity until the end of that term

PART THREE COURSE LOAD EXEMPTIONS

16. (1) No course load reduction can be given for committee or extracurricular duties. However, with the decision of the University Executive Board, course load reductions can be given for those tasks that require time-consuming activities across the campus.
- (2) Upon the approval of the Rector, the Coordinators of the programs carried out under independent (non-faculty) Schools can be given a course load reduction of up to 6 hours per year.
- (3) No additional course load shall be written for the course coordinators in multi-group courses.
- (4) The annual course load of academic staff studying in graduate programs can be reduced by a maximum of 4 hours per semester upon the recommendation of the relevant Dean / School Director and the approval of the Rectorate. To enjoy this privilege, the academic staff must have started the relevant graduate program with the approval of the Rectorate, enrolled to a program related to their duty and have worked full time at the University for at least 2 years. With the approval of the Rectorate, academic staff studying in graduate programs can be awarded a course load discount in the first 8 semesters of their PhD studies and the first four semesters of their Masters' degree program.
- (5) (a) Those faculty members who have submitted research proposals to the TÜBİTAK and/or the European Union or similar projects (e.g. Horizon / Horizon 2020) may be granted a maximum 3-hour load reduction on the recommendation of the Department Chairs, Deans of Faculties or Directors of Schools and the approval of the University Administrative Board.
- (b) If the project for which a reduction in the course load has been granted is not completed, the workload of the faculty member shall be increased at the rate of reduction in the subsequent semester.
- (c) The faculty member who benefits from a reduction in the course load cannot benefit from a further course load reduction for a project until he / she has completed the project for which a reduction in the course load has been granted.

- (d) If the submitted projects are deemed worthy of support, the project Coordinator shall be given a 6-hour course load reduction per year throughout the project period.

**PART FOUR
ADDITIONAL BENEFITS**

17. (1) In the event that the annual actual course load exceeds the above-mentioned annual (non-discounted) course load for academic staff, the additional course allowance shall be granted within the framework of the hourly fees determined by the recommendation of the University Administrative Board and the approval of the Board of Trustees.
- (2) No additional course allowance shall be granted to administrative academic staff and academic staff receiving a course load reduction.
- (3) Additional course allowance shall be granted to academic staff who have only one term of administrative duty in an academic year, provided that the course load exceeds half of the annual course load of the academic year in which they do not hold administrative positions.
- (4) Academic staff who take one semester of unpaid leave within the academic year shall be granted an additional course allowance if the duration of the academic period in which they do not take leave without payment exceeds half of the annual course load.

**PART FIVE
OTHER PROVISIONS**

18. Full-time academic staff studying graduate programs and receiving a course load reduction cannot teach at Summer schools.
19. The University Senate will resolve issues not mentioned in this Regulation.
20. The total course load is calculated after the rounding of all loads separately based on the second digit of the load.
21. This Regulation shall come into force upon its approval by RDU Senate.
22. The Rector of the Rauf Denktas University shall execute this Regulation.

**Coming into
Force
Execution**